

WATER RESEARCH APPLICATION

Application Checklist

☐ Is the proposal double spaced?

☐ Is the proposal double sided?

I. GENERAL INFORMATION

- ☐ 1. Legal name of applicant(s).
- ☐ 2. Legal name of each participant(s).
- ☐ 3. Applicant's Official Representative, Name, Title, Mailing address, Phone Number, Fax Number, and, if available, E-mail Address.
- ☐ 4. Is the application in response to a Request for Proposals in the Texas Register?
 - ☐ Yes
 - ☐ No
- ☐ 5. If yes to number 4 above, list document number and date of publication of the Texas Register.
- ☐ 6. A brief description of the research proposal. (Not to exceed 1 page).
- ☐ 7. If proposed project is specific to a geographic area, list location or site of proposed project.
- ☐ 8. A description of the plans for implementing research results.
- ☐ 9. A list of potential users and their possible involvement with the research.

Do not include project costs if you are responding as a "Statement of Qualifications"

- ☐ 10. Total proposed project cost.
- ☐ 11. Total grant funds requested from the Texas Water Development Board.
- ☐ 12. Applicant cash contribution to the study.
- ☐ 13. List source of cash contribution.
- ☐ 14. Identify the applicant in-kind contribution including source and description of in-kind services.
- ☐ 15. A list of potential sources and amounts of funding available for implementation of research results.
- ☐ 16. Are you an individual member of the Texas Water Development Board, a Board staff member, or a member of their families ?
 - ☐ Yes
 - ☐ No

II. RESEARCH PROJECT INFORMATION

- ☐ 17. Explanation of why this research is needed. (Not to exceed 1 page).
- ☐ 18. A detailed scope of work describing tasks and a time schedule for each. (Not to exceed 5 pages).
- ☐ 19. A task and expense category budget. *Example is attached. Do not include project costs if you are responding as a "Statement of Qualifications"*

- ☐ 20. A list of products (reports, plans, or other products) that the Board will receive as a result of this research.
- ☐ 21. A description of suggested project monitoring procedures.
- ☐ 22. Qualifications and experience of project staff that are ***directly related to this project only.***

III. WRITTEN ASSURANCES

- ☐ Written assurance of the following items:
- ☐ Proposed water research does not duplicate previously completed or on-going research;
- ☐ Implementation of research results identified through the proposed research will be diligently pursued and identification and involvement of potential users will be provided; and
- ☐ If a grant is awarded, written evidence that local matching funds and in-kind services, if applicable, are available for the proposed research must be provided when the contract is executed.

**SAMPLE
TASK AND EXPENSE BUDGETS**

“Do not include project costs if you are responding as a “Statement of Qualifications”

TASK BUDGET

TASK	DESCRIPTION	AMOUNT
1		\$ 0.00
2		\$ 0.00
3		\$ 0.00
4		\$ 0.00
TOTAL		\$ 0.00

EXPENSE BUDGET

CATEGORY	CONTRACTOR
Salaries & Wages ¹	\$ 0.00
Fringe ²	\$ 0.00
Travel	\$ 0.00
Other Expenses ³	\$ 0.00
Subcontract Services	\$ 0.00
Technical/Hardware/Software	\$ 0.00
Communications	\$ 0.00
Reproduction	\$ 0.00
Overhead ⁴	\$ 0.00
Profit	\$ 0.00
TOTAL	\$ 0.00

¹ Salaries and Wages is defined as the cost of labor of scientists, engineers, technicians, stenographers, secretaries, clerks, laborers, etc., for work time directly chargeable to this contract.

² Fringe is defined as the cost of social security contributions, unemployment, excise, and payroll taxes, workers' compensation insurance, retirement benefits, medical and insurance benefits, sick leave, vacation, and holiday pay applicable thereto.

³ Other Expenses is defined to include expendable supplies, communications, reproduction, postage, and costs of public meetings directly chargeable to this CONTRACT.

⁴ Overhead is defined as the costs incurred in maintaining a place of business and performing professional services similar to those specified in this contract. These costs shall include the following: Indirect salaries, including that portion of the salary of principals and executives that is allocable to general supervision;

- Indirect salary fringe benefits;
- Accounting and legal services related to normal management and business operations;

- Travel costs incurred in the normal course of overall administration of the business;
- Equipment rental;
- Depreciation of furniture, fixtures, equipment, and vehicles;
- Dues, subscriptions, and fees associated with trade, business, technical, and professional organizations;
- Other insurance; Rent and utilities; and Repairs and maintenance of furniture, fixtures, and equipment